

CH2M HILL Hanford Group, Inc.	Manual	HNF-IP-0842
WASTE PLANNING CHECKLIST	Volume	18, Waste Management
	Section	1.5, REV 0b
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	Issue Date	October 28, 2003
	Effective Date	October 28, 2003
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1.0 PURPOSE AND SCOPE

This procedure describes the process for completing and approving a Waste Planning Checklist. This procedure applies only to tank farms waste generating activities associated with containerized solid waste. It does not apply to the management of tank waste.

This procedure applies to activities that generate low-level radioactive waste, mixed waste, non-radioactive dangerous waste, non-regulated waste, and recyclable materials.

The Waste Planning Checklist is required per [RPP-MP-609](#) to ensure waste is designated, segregated and packaged in compliance with state and federal regulations and meets the receiving facility's acceptance criteria for packaged waste.

This procedure is implemented in accordance with the core functions and guiding principles of [RPP-MP-003](#). The plan emphasizes waste minimization through source reduction as the main objective, with reduction of volume and/or toxicity as the secondary objective.

2.0 WASTE PLANNING CHECKLIST PROCEDURE

The Waste Planning Checklist is completed and approved prior to generation of waste. The checklist ensures that planners provide the necessary information for Waste Management Services (WMS) to properly designate waste and provide the disposition instructions.

The Waste Planning Checklist also provides a means to document solid waste generation process and the waste disposition instructions. The checklist is a part of each work package; thus, it is used in the planning of work.

2.1 Non-Routine Work Activities

Non-routine work activities include, but are not limited to, jumper changes, pump replacements, and HEPA filter replacements. A Waste Planning Checklist must be submitted for each activity.

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| Planner | <ol style="list-style-type: none"> 1. Determine if waste will be generated. 2. If waste will be generated, complete part A of the Waste Planning Checklist (A-6002-848) and submit it to WMS for waste disposal guidance and approval. 3. If no waste will be generated, mark "no" in the appropriate block in part A of the Waste Planning Checklist and complete the signature block at the bottom of Part B. |
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NOTE: This completes the checklist and it does not require review by the WMS representative.

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| WMS Representative | 4. Review information in part A and provide waste disposition instructions; complete Part B and the signature block in Part B. |
| Peer Reviewer | 5. Provide peer approval; co-sign Waste Planning Checklist. |
| WMS Representative | 6. Return completed Waste Planning Checklist to planner by hand or electronic copy. |
| Planner | <p>7. Ensure a current Waste Planning Checklist is included in the work packages for routine and non-routine work activities.</p> <p>8. If work scope changes (regarding waste composition or quantity) at any time after the Waste Planning Checklist is completed, update the Waste Planning Checklist and resubmit to the WMS representative.</p> |
| Field Work Supervisor | 9. Ensure proper waste segregation and packaging in accordance with the Waste Planning Checklist and TO-100-052 . |

2.2 Routine Work Activities

Routine work activities generate the same type of waste on a routine basis. Generic Waste Planning Checklists are used for these activities. One generic Waste Planning Checklist may be used with multiple work packages as long as they are identical jobs. These Generic Waste Planning Checklists are issued up to one year in advance and expire the last day of the calendar year. The WMS representative will notify all planners in advance to resubmit an updated Waste Planning Checklist for renewal.

NOTE: Waste Planning Checklists are not required for routine work activities that do not generate waste.

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| Planner | 1. Complete part A of the Waste Planning Checklist, except "Work Package #," "Bldg. No. Location," and "Planned Start Date;" check the Generic box and submit to WMS representative for review and approval. |
| WMS Representative | <p>2. Review information in part A and complete part B.</p> <p>3. Denote blanks Planner must fill in blanks with asterisks (****).</p> <p>4. Sign the signature block at the bottom of part B for approval of the checklist; submit for peer approval.</p> |

NOTE: Approval of the checklist by electronic signature, e-mail, or telecon is also acceptable.

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- WMS Peer Reviewer 5. Review information in parts A and B and co-sign the signature block in part B for approval of the checklist; return to initial WMS representative.

NOTE: Approval of the checklist by electronic signature, e-mail, or telecon is also acceptable.

- WMS Representative 6. Return completed Waste Planning Checklist to ~~the planner.~~

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- Planner 7. Fill in areas denoted with asterisks prior to work start date.

- Field Work Supervisor 8. Ensure proper waste segregation and packaging in accordance with the Waste Planning Checklist and [TO-100-052](#).

NOTE: If an electronic form is used, the ~~planner must~~ sign the checklist for the WMS representative after receiving the completed electronic form.

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4.0 SOURCE

1. HNF-SD-WM-EV-026, "Waste Minimization Plan for Tank Farms."
2. RPP-DI-WM-001, "Waste Stream Designation Process."
3. [RPP-DI-WM-003](#), "Management of Recyclable Materials Generated at Tank Farms Facilities."
4. [RPP-MP-609](#), "Waste Generating Plan."
5. [TO-100-052](#), "Perform Waste Generation, Segregation, and Accumulation."
6. [RPP-MP-003](#), "Integrated Environment, Safety, and Health Management System Description for the Tank Farm Contractor."
7. [TFC-OPS-MAINT-C-01](#), "Tank Farm Contractor Work Control."